



Corning Community College Development Foundation

Dewey Family Fund for Community Service

The Dewey Family Fund for Community Service will provide a limited number of awards to faculty, students or student groups for innovative projects that encourage community service and service learning.

### **Awards**

Award amounts will depend on the scope of the project. No award will exceed a maximum of \$250.

### **Submission Dates** **Open submission policy**

Two rounds of grant awards will be available: spring and fall. The Office of Institutional Advancement will announce the deadline prior to each round. An electronic original can be submitted to [ia@corning-cc.edu](mailto:ia@corning-cc.edu) for distribution to the committee (preferred) or four paper copies of the proposal must be submitted to the Office of Institutional Advancement by the given deadline.

### **Screening Committee**

The Screening Committee is prescribed by the Memorandum of Understanding that governs the fund. It shall include at least two faculty members and a member of the Foundation board.

### **Proposal**

Each proposal should be **typed** and **must include** the following:

1. Proposal cover sheet.
2. Narrative (limited to 2 pages) should detail the following:
  - a. An identified need or issue in the community, specific objectives of the project and how these objectives will meet the identified issue.
  - b. Specific activities involved in accomplishing the project.
  - c. A budget of anticipated expenses and the commitment of time and personnel necessary to complete the project.
  - d. How this project will be shared with relevant others on-campus.
  - e. Name of a department head or a member of the faculty, student affairs or other staff member who will act as a mentor or sponsor of the project.
  - f. It is expected that the proposals will lead to project completion during the stated timeline for the project. Spring-funded projects should be completed by September 1 and fall-funded projects by the beginning of the spring semester.
3. A report is due within 30 days of the end of the project to the screening committee that details the outcome of the project and any significant learning or insights gained as a result of the project.



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**Open submission policy**

## Cover Sheet

NAME(S) Student project leader(s) and email

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(If multiple applicants **please list contact person first**. All correspondence will be directed to this individual, including award notification.)

Name of CCC sponsor/mentor \_\_\_\_\_

Academic program, if applicable \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROPOSED COMPLETION DATE \_\_\_\_\_

Project Type (Check all that apply, examples to help explain category)

Be creative! Think about your interests, skills and goals of your club or organization, and how you can leverage that to help others.

- Literacy
- Campus improvement (design learning project for other students, address a student)
- Environment and Ecology
- Educational outreach (go into elementary schools to demonstrate science projects)
- Artistic outreach (coordinate traveling music program)
- Medical outreach (partner to provide medical information on disease or injury prevention in community)
- Career Development
- Meeting Nutritional Needs (address hunger issue or nutritional education in community)
- Children and youth
- Other: (describe)



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**Outline for proposal** (two pages max.),

1. Narrative (describe project and case for support for the proposed project):
2. Measurable project objectives (be sure to specify the anticipated impact(s)):
3. Specific activities/procedures:
4. Approximate budget (Describe costs such as: transportation, purchase of materials, food, printing, postage, etc.)

Detail project costs

Amount requested from Dewey Fund: \$ \_\_\_\_\_

Will you cooperate with another agency or community group?

Time commitment and number of people involved in project.

5. How will this project be shared with relevant others on campus?

\_\_\_\_\_  
Applicant's Signature

6. CCC sponsor/Mentor comments:

\_\_\_\_\_  
Sponsor/Mentor signature

**Original may be emailed to [ia@corning-cc.edu](mailto:ia@corning-cc.edu) for distribution or submit four paper copies of the proposal to the Office of Institutional Advancement by the given deadline.**